

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

September 10 - [City Council Meeting Agendas](#)

## Looking Ahead

Tuesday, September 3: Planning Commission work session

Wednesday, September 4:  
Monday's recycling collected

Thursday, September 5: Board of Architectural Review, Old Town Advancement Commission meetings

Wednesday, September 11:  
Board of Zoning appeals meeting; Parks 9/11 Memorial

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- WPS Capital Projects (8/28)
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- Handley Library (8/29)



Winchester Police Department K-9 Jax and his handler, Corporal Kotynski-Neer visited the Shenandoah Area on Aging this week in Jim Barnett park to show off his sniffing skills. [Watch Video](#)

## City Manager's Takeaways

Staff continue to research options for the City's recycling program. Our Refuse and Recycling Manager held four Open Town Halls this week and the Communications team continues to work on educating the City's residents on new allowances.

Attended meeting with representatives of Valley Health to discuss the ongoing partnership with Social Services and increasing awareness of the challenges faced by child protective service professionals and needed supports for the work.



# Public Safety

## Winchester Police

- Attended Commonwealth Attorney meeting, ACEs training and TAC meeting; met with the Public Safety chaplain; attended Drug Court meeting.
- Gave safety talk at Sacred Heart School.
- Tested and launched new Text to 9-1-1 service.
- Conducted C-CAP area enforcement.
- Attended VA Criminal Information Network and SWAT trainings.
- Attended DMV Safety Grant Workshop.
- Conducted Combat the Cat initiative.
- Planned Coffee with a Cop (October 2). Completed Junior Academy registration for the September program.
- Scheduled 65 police applicants for testing.
- Crime stats:
  - Crimes against persons (felony) - 3
  - Crimes against persons (misdemeanor) - 13
  - Burglaries (residential) - 0
  - Burglaries (commercial) - 0
  - Property crimes: 20

## Winchester Fire and Rescue

- Completed train-the-trainer for Driver Pump Operator to allow personnel to certify members of the department.
- Met with AEC EMT- Paramedic Coordinator regarding next class.
- Attended a webinar from OSHA on Managing Respiratory Protection Programs.
- Submitted all new drawings to Frederick County permit department (revision for the burn building permit).
- Took new ladder truck to First Due Apparatus Solutions in Hollywood, MD for equipment mounting.
- Attended command officer workgroup meeting with Frederick County.
- Met with ECC director to get an overview of procedures regarding the new Text to 9-1-1 program.
- Attended Lord Fairfax EMS Council Board of Directors meeting.
- Conducted a meeting with "B" shift officers.
- Received 63 applications Firefighter Trainee and Firefighter/EMT job openings.

Police Activity	#
Calls for Service	838
Crash Reports	9
DUI/DWI	5
Alarms/False Alarms	34/34
Directed Patrols	45
Directed Patrols (OTW)	7
Extra Patrols	130
Extra Patrols (OTW)	1
Traffic Citations	57
Traffic Warnings	58
BWC requests	21
Special Events Permits Received/ Approved	1/5 63 rec'd YTD

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	83
Hazardous Cond.	4
Service Call	8
Mutual Aid Given	9
Good Intent	3
False Alarms	9
Special Incident	0
Plan Review	2
Inspections	7
Reinspections	11

- Conducted pre-incident planning for Ashworth Brothers.
- Conducted Tactical Medicine Training and equipment review for Winchester Police Department.
- Continued planning and preparations for the Worlds of Work! event.

## **Emergency Management**

- Prepared draft Safety and Security document for internal review.
- Conducted sUAS software testing.
- Prepared internal FAA Part 107 pilot course.
- Coordinated Emergency Management fire extinguisher service.
- Completed radio subscriber's firmware upgrades with Public Works and Utilities.
- Oversaw radio system software patches performed by Motorola.
- Prepared list of old radios and other equipment to be added to the auction website.
- Prepared mobile radios for installs into new police cars.
- Oversee and scheduled install of transit radios into new buses.
- Prepared portable radios for the new police recruits.

## **Development Services**

### **Economic and Workforce Development**

- Met with developers and prospective businesses interested in doing business in Winchester.
- Continued efforts associated with the demolition and redevelopment of the Kent/Piccadilly project.

### **Arts and Vitality & Old Town**

- Attended the Old Town Kiwanis Club to speak with the members about the Worlds of Work! career exploration event and how they can get involved. The event will be on Friday, September 27 at the Shenandoah University Wilkins Athletics and Events Center and will be open to 3,000 seventh grade students, over 80 local businesses will be in attendance, and over 40 volunteers will be on site to run the event.
- Hosted the first free small business seminar in partnership with the Small Business Development Center. The topic was "Tips for managing your business taxes".
- Planned Old Town Advancement Commission (OTAC) Stakeholder meeting. The Stakeholder meeting will be held at 14 E. Piccadilly Street at 6:30 p.m. on September 5<sup>th</sup>.
- Met with the Communications Department to discuss a starting a business video. Aiming to complete the video this fall.
- Solidified date and event structure for Winchester Entertainment Industry Mixer at Bright Box.
- Met with reps from Full Circle Marketing to discuss ongoing and upcoming events.
- Coordinated 2 special event application updates and 2 event approval notifications.
- Assisted 8 tourists and 6 locals at the Welcome Center.

## Planning

- Staffed the August 27 Council meeting where the Harrison Plaza 70-unit PUD rezoning was approved and a number of development-related cases were presented for First Readings under the Consent Agenda.
- Attended the August 27 City Council Work Session where a Conditional Use Permit to convert the ground floor of a former law office to a two-family dwelling on Sharp Street was recommended for approval.
- Prepared a review of current Chapter 3 of the Comprehensive Plan which outlines the Mission Statement, Values, Goals, and Objectives. This material will be reviewed by the Planning Commission at the September 3 work session and the September 17 regular meeting.
- Finished compiling the results of the Comprehensive Plan public input sessions and the online survey. The results will be presented to the Planning Commission to review at the September 3 Planning Commission work session and posted to the City Planning Department portion of the City website.
- Prepared and electronically distributed the agenda packet for the Planning Commission's September 3 work session and September 17 regular meeting. The only public hearing item this month is the rezoning from HR-1 to B-1 for the northern portion of the National Gateway green space associated with the Piccadilly Lofts mixed-use development.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Winchester/Frederick County Tourism

- Held several discussions this week with the Civil War Trails (CWT) organization and Jonathan Noyalas of Shenandoah University to examine the possibility of reinterpreting/creating two CWT signs to focus on significant but lesser known stories during the Civil War era here. More information to come in the future.
- Appeared on the Tourism Tuesday radio show. Special guest was Jill Edlich, co-creator of the Ravenwood Faire renaissance faire coming to our area in October. [Listen](#)
- Completed 360 degree photography at several sites throughout the city and county this week.
- Completed site photography and uploaded information to the Virginia Film Office site selection website this week for a number of sites, including Abram's Delight, Old Town Winchester, Valerie Hill Winery and Market Street UMC.
- Attended a Shenandoah Spirits Trail monthly meeting with discussions focusing on new website design, new pocket map update and printing, continuing/expanding our social media campaign, Instagram promotion, and feedback mechanisms for trail members.
- Intern is currently working on several blog posts and a sports tourism asset database and webpage.

## Zoning and Inspections

- Completed:
  - 150 building permit inspections and issued 140 building/trades permits
    - Notable Permits:
      - 86 N Loudoun St - Interior remodel/handicap ramp - \$350,000 valuation
      - 186 N Loudoun St - New 2<sup>nd</sup> and 3<sup>rd</sup> floor windows - \$147,000 valuation
      - 5 Weems Lane - Buffalo Wild Wings remodel - \$400,000 valuation
      - 1001 East Cork St - New telecommunications tower - \$85,090 valuation
  - 175 code enforcement inspections and initiated 84 new cases
- Removed 8 signs from the public right-of-way (YTD-235).
- Met with I&S to discuss online payments.
- Issued final certificate of occupancy for 160 N. Loudoun Street (4 new apartments).

Permit #	Type	Address	Description	Value
19 00002714	NGAS	610 STERLING DR	REPLACING PIPING	\$200
19 00002995	PLBG	2240 2242 TAFT CIR	EXPANSION TANK	\$200
19 00003035	PLBG	19 E NORTH AVE	EXPANSION TANK	\$200
19 00001213	SIGN	5 WEEMS LN	BLDG MOUNTED SIGNS	\$9,000
18 00001668	PLBG	450 452 N LOUDOUN ST	NEW FIXTURES	\$5,000
19 00002974	NR	1685 S PLEASANT VALLEY RD	REROOF	\$41,351
18 00001668	MECH	450 452 N LOUDOUN ST	NEW HEAT PUMPS/AIR COND.	\$9,000
19 00002992	PLBG	2241 2261 TAFT CIR	EXPANSION TANK	\$200
19 00003031	PLBG	2257 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003033	PLBG	2245 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003032	PLBG	2249 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003090	PLBG	415 E LEICESTER ST	EXPANSION TANK	\$200
19 00003187	PLBG	225 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003062	PLBG	743 FREDERICK AVE	EXPANSION TANK	\$200
19 00003117	PLBG	336 GRAY AVE	EXPANSION TANK	\$200
19 00003055	PLBG	2234 WILSON BLVD	EXPANSION TANK	\$400
19 00003131	PLBG	232 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003060	PLBG	629 HOLLINGSWORTH DR	EXPANSION TANK	\$200
19 00003054	PLBG	2247 ROOSEVELT BLVD	EXPANSION TANK	\$400

Permit #	Type	Address	Description	Value
19 00002399	NRRM	186 N LOUDOUN ST	INTERIOR REMODEL/ HANDICAP RAMP	\$350,000
19 00003082	PLBG	532 EAGLE PL	EXPANSION TANK	\$200
19 00003071	PLBG	2341 WILSON BLVD	EXPANSION TANK	\$200
19 00003075	PLBG	2884 PACKER ST	EXPANSION TANK	\$200
19 00003133	PLBG	264 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00002399	MECH	186 N LOUDOUN ST	NEW APPLIANCES	\$22,000
19 00002399	PLBG	186 N LOUDOUN ST	NEW FIXTURES	\$16,000
19 00003052	PLBG	2232 WILSON BLVD	EXPANSION TANK	\$400
19 00003045	PLBG	2250 TAFT CIR	EXPANSION TANK	\$1,000
19 00003084	PLBG	2233 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003124	PLBG	129 GARDEN CT	EXPANSION TANK	\$200
19 00003039	PLBG	2242 WILSON BLVD APT 1	EXPANSION TANK	\$1,400
19 00003040	PLBG	2207 2213 ROOSEVELT BLVD	EXPANSION TANK	\$1,400
19 00003058	PLBG	553 EAGLE DR	EXPANSION TANK	\$200
19 00003050	PLBG	2226 TAFT CIR APT 1	EXPANSION TANK	\$800
19 00003057	PLBG	552 EAGLE DR	EXPANSION TANK	\$200
19 00003121	PLBG	344 PARKWAY ST	EXPANSION TANK	\$200
19 00003199	PLBG	11 25 BATTERY DR	EXPANSION TANK	\$200
19 00003087	PLBG	2241 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003132	PLBG	237 LIBERTY AVE	EXPANSION TANK	\$200
19 00003069	PLBG	1109 CAROLINE ST	EXPANSION TANK	\$200
19 00003111	PLBG	301 PARKWAY ST	EXPANSION TANK	\$200
19 00003093	PLBG	420 GRAY AVE	EXPANSION TANK	\$200
19 00003136	PLBG	12 GIBBENS ST	EXPANSION TANK	\$200
19 00003130	PLBG	229 OPEQUON AVE	EXPANSION TANK	\$200
19 00003072	PLBG	2535 MIDDLE RD	EXPANSION TANK	\$200
19 00003043	PLBG	2248 TAFT CIR APT 1	EXPANSION TANK	\$1,000
19 00003127	PLBG	213 PINE ST	EXPANSION TANK	\$200
19 00003070	PLBG	1212 OPEQUON AVE	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00003037	PLBG	2537 PAPERMILL RD	EXPANSION TANK	\$400
19 00003129	PLBG	224 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003081	PLBG	352 OPEQUON AVE	EXPANSION TANK	\$200
19 00003046	PLBG	2234 TAFT CIR APT 1	EXPANSION TANK	\$1,000
19 00003114	PLBG	318 BEECHCROFT RD	EXPANSION TANK	\$200
19 00003094	PLBG	444 HOLLINGSWORTH PL	EXPANSION TANK	\$200
19 00003098	PLBG	360 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003048	PLBG	2211 ROOSEVELT BLVD APT 1	EXPANSION TANK	\$1,000
19 00003080	PLBG	346 LANNY DR	EXPANSION TANK	\$200
19 00003097	PLBG	516 HOLLINGSWORTH DR	EXPANSION TANK	\$200
19 00003096	PLBG	515 E PALL MALL ST	EXPANSION TANK	\$200
19 00003073	PLBG	2849 1/2 MIDDLE RD	EXPANSION TANK	\$200
19 00003198	PLBG	13 E NORTH AVE	EXPANSION TANK	\$200
19 00003038	PLBG	2240 WILSON BLVD	EXPANSION TANK	\$1,400
19 00003079	PLBG	217 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003099	PLBG	365 PARKWAY ST	EXPANSION TANK	\$200
19 00003110	PLBG	300 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003092	PLBG	418 GRAY AVE	EXPANSION TANK	\$200
19 00003076	PLBG	15 MONTAGUE CIR	EXPANSION TANK	\$200
19 00003122	PLBG	348 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003188	PLBG	213 OPEQUON AVE	EXPANSION TANK	\$200
19 00003135	PLBG	265 PARKWAY ST	EXPANSION TANK	\$200
19 00003105	PLBG	386 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003041	PLBG	2209 ROOSEVELT BLVD APT 1	EXPANSION TANK	\$1,400
19 00003049	PLBG	2213 ROOSEVELT BLVD APT 1	EXPANSION TANK	\$1,000
19 00003108	PLBG	403 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003164	PLBG	1317 1319 VALLEY AVE	EXPANSION TANK	\$200
19 00003128	PLBG	220 PARKWAY ST	EXPANSION TANK	\$200
19 00003109	PLBG	411 SHENANDOAH PL	EXPANSION TANK	\$200



Permit #	Type	Address	Description	Value
19 00003118	PLBG	336 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003056	PLBG	2228 WILSON BLVD	EXPANSION TANK	\$400
19 00003120	PLBG	342 FOX DR	EXPANSION TANK	\$200
19 00003085	PLBG	2237 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003116	PLBG	333 PARKWAY ST	EXPANSION TANK	\$200
19 00003112	PLBG	301 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003101	PLBG	369 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003051	PLBG	2226 WILSON BLVD	EXPANSION TANK	\$400
19 00003063	PLBG	910 ISAAC ST	EXPANSION TANK	\$200
19 00003115	PLBG	329 W TEVIS ST	EXPANSION TANK	\$200
19 00003065	PLBG	1000 ORCHARD AVE	EXPANSION TANK	\$200
19 00003047	PLBG	2230 TAFT CIR	EXPANSION TANK	\$1,000
19 00003064	PLBG	948 ORCHARD AVE	EXPANSION TANK	\$200
19 00003103	PLBG	381 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003106	PLBG	390 E PALL MALL ST	EXPANSION TANK	\$200
19 00003104	PLBG	381 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00002707	BLDG	186 N LOUDOUN ST	NEW WINDOWS 2ND & 3RD FLR ONLY	\$147,000
19 00002975	SIGN	2524 S PLEASANT VALLEY RD	NEW BUILDING MOUNTED SIGN	\$1,800
19 00003091	PLBG	416 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003126	PLBG	205 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003083	PLBG	1324 VALLEY AVE	EXPANSION TANK	\$200
19 00003068	PLBG	1104 OPEQUON AVE	EXPANSION TANK	\$200
19 00003074	PLBG	2853 MIDDLE RD	EXPANSION TANK	\$200
19 00003067	PLBG	1016 ORCHARD AVE	EXPANSION TANK	\$200
19 00001333	MECH	519 W JUBAL EARLY DR	NEW A/C & FURNACE	\$24,000
19 00003078	PLBG	216 SHENANDOAH AVE	EXPANSION TANK	\$200
19 00003095	PLBG	505 EAGLE DR	EXPANSION TANK	\$200
19 00003086	PLBG	2239 ROOSEVELT BLVD	EXPANSION TANK	\$200
19 00003042	PLBG	2255 2265 ROOSEVELT BLVD	EXPANSION TANK	\$1,200



Permit #	Type	Address	Description	Value
19 00003107	PLBG	395 E PALL MALL ST	EXPANSION TANK	\$200
19 00003102	PLBG	373 PARKWAY ST	EXPANSION TANK	\$200
19 00003089	PLBG	413 SHENANDOAH PL	EXPANSION TANK	\$200
19 00003061	PLBG	637 HOLLINGSWORTH DR	EXPANSION TANK	\$200
19 00003125	PLBG	204 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003059	PLBG	603 E CORK ST	EXPANSION TANK	\$200
19 00003119	PLBG	341 SHAWNEE AVE	EXPANSION TANK	\$200
19 00003066	PLBG	1001 ORCHARD AVE	EXPANSION TANK	\$200
19 00003077	PLBG	115 MORGAN ST	EXPANSION TANK	\$200
19 00003053	PLBG	2230 WILSON BLVD	EXPANSION TANK	\$400
19 00003113	PLBG	312 OPEQUON AVE	EXPANSION TANK	\$200
19 00003123	PLBG	26 JIGSAW PL	EXPANSION TANK	\$200
19 00003100	PLBG	369 OPEQUON AVE	EXPANSION TANK	\$200
19 00003203	PLBG	220 BOYD AVE	REPLACING EXTERIOR PIPING	\$5,000
19 00003202	PLBG	712 S BRADDOCK ST	REPLACING SEWER PIPING	\$1,000
19 00002955	RREM	418 MILLWOOD AVE	REMOVE/REPLACE FRONT PORCH	\$6,000
19 00002709	NRRM	3042 S100 VALLEY AVE	ADDING AND MOVING WALLS	\$26,773
19 00003088	PLBG	412 E PALL MALL ST	EXPANSION TANK	\$200
19 00002988	MECH	3150 SHAWNEE DR	2 HEAT PUMPS	\$23,600
19 00003208	NGAS	2601 CORNERSTONE CIR	REPLACING FURNACE	\$100
19 00002763	ELEC	225 BOYD AVE	REPLACE PANEL/SE	\$1,400
19 00002949	ELEC	541 HILLMAN DR	SVC UPGRADE UG	\$1,500
19 00002948	ELEC	19 E WHITLOCK AVE	SVC UPGRADE UG	\$10,000
19 00003205	ELEC	260 PARKWAY ST	REPAIR ENTRANCE CABLE	\$2,200
19 00000666	NRRM	5 WEEMS LN	INTERIOR REMODEL	\$400,000
19 00002946	ELEC	1537 DALTON PL	RECEPTACLE	\$1,399
19 00002956	RADI	1001 E CORK ST	NEW MONOPOLE W/ ANTENNAS	\$85,090
19 00002947	ELEC	1459 GREYSTONE TERR	REPLACE METER & SE CABLE	\$800
19 00003212	NGAS	3 JIGSAW PL	REPLACE FURNACE	\$0

Permit #	Type	Address	Description	Value
19 00003214	NGAS	17 W GERRARD AVE	REPLACE RTU	\$200
19 00003211	MECH	251 W NORTH AVE	INSTALLING FIREPLACE	\$5,000
19 00003212	MECH	3 JIGSAW PL	REPLACE FURNACE	\$1,500
19 00003211	NGAS	251 W NORTH AVE	INSTALLING FIREPLACE & PIPING	\$600
19 00003208	MECH	2601 CORNERSTONE CIR	REPLACING FURNACE	\$2,800
<b>Total:140</b>				<b>\$1,234,713</b>

## Public Services

- Attended the Winchester School Board meeting where the board approved the transfer of the property necessary to construct the large stormwater management pond as a part of the Hope Drive extension project.
- Opened bids for the waterline extension needed for the new maintenance building under construction at Jim Barnett Park and for the water, sewer and storm replacements needed for the new maintenance facility that will be constructed at City Yards.
- Held the mandatory pre-bid meeting for contractors interested in the new maintenance facility project at City Yards. Bids will be opened on October 1.
- The new backup power generator for the raw water pump station that pumps water from the river to the water treatment plant was delivered this week. The new generator should be operational by October.
- Met with Innovation and Information Services to discuss possible online payment options for various fees.
- Held recycling program research/brainstorming weekly meeting.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	31	1,575
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	571	23,325
Sidewalks repaired (linear feet)	4,108	80,916

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	0	188	#
	Mowing	4	316.33	Acres
	Miles of streets swept	53.10	1,809.70	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	1	120	#
	Trees trimmed	4	366	#
	Stumps removed	9	170	#
Traffic	Street signs Installed/replaced	6	269	#
	Pavement markings repainted (City)	20	9,380	Linear feet
	Pavement markings repainted (contractor)	0	584,173	Linear feet
Refuse & Recycling	Refuse collected	130.36	4,304.30	Tons
	Recycling collected	35.68	1,676.38	Tons
	Large item pickups	5	145	#
Transit	Total passengers	8,809	89,455	#
	Revenue miles pick up/drop off	12,067	128,022	Miles
	Revenue hours pick up/drop off	116.50	11,721.95	Hours
Utility billing	Payments processed	1,311	46,985	#
	New bills mailed out	0	47,561	#
	Water services turned off (non-payment)	23	336	#
Water treatment plant	Average daily water demand	7.15	6.26	Million gallons/
	Peak daily water demand	7.55	7.57	day
Wastewater treatment plant	Average daily flow treated	6.53	8.80	Million gallons/
	Peak daily flow treated	7.22	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	0	51,242	#
	Fire hydrants flushed	31	1,098	#
	Sewer mains cleaned	6,837	109,475	Linear feet
	After-hours call outs	4	181	#
Engineering	Site plans reviewed	8	80	#
	Floodplain permits issued	4	80	#
	Utility as-builts reviewed	0	7	#
	Right-of-way permits issued	3	133	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	24	1,541	#
	Erosion and sediment notices to comply	0	20	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	21	684	#
	Special events assistance	1	38	#
	Maintenance of pedestrian mall	33	1,119	Staff hours
Equipment maintenance	Total repairs completed	45	2,696	#
Winchester Parking Authority	Work requests completed	8	258	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	1	18	#
	New monthly rentals	11	202	#
	Monthly rental cancellations	2	89	#
	Total monthly leases in all autoparks	+9	1,159	#
	Available monthly spaces in all autoparks	-9	253	#
	Hourly parkers (all four garages)	3,107	98,765	#
	Park-Mobile transactions	836	23,694	#
	Meter violations	215	6,969	#

## Parks & Recreation

- Facilitated monthly Advisory Board meeting.
- Forwarded draft of partner MOUs to City Manager and partner groups for review.
- Held meeting regarding the Wilkins Lake anniversary celebration to be held on September 16 and worked on program.
- Reviewed Virginia Department of Education Snack Grant.
- Removed large tree endangering Rotary Shelter.
- Initiated training for the Aquatics Specialist.
- Hosted Daniel Morgan students at the outdoor pool.
- Finalized September 11<sup>th</sup> observance program to be held at 8 am in the Rec Center.
- Held discussions with Tivity Health about membership.
- Drafted rules for PB&J parents.
- Held online payment training with I&S.

## Social Services

- Received 95 Benefit Program applications: 45 SNAP, 41 Medicaid, 3 TANF, 1 VIEW, 5 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
  - 3,619 Medicaid cases
  - 1,592 SNAP cases
  - 66 TANF cases
  - 21 Auxiliary Grant cases
  - 49 individuals receive VIEW services
  - 51 families/106 children receive Child Care Subsidy Assistance (10 families/15 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	141/100
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	51
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	50
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/0/32
CPS family assessments & investigations of alleged maltreatment	79
Family Service intakes	5
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/73
Adult Protective Service investigations/intakes	15/6
Family Services Prevention case management load	7
Uniform Assessment Instrument screenings	0

# Communications

- Handled 4 media requests for City information and staff interviews; 1 interview and 8 inquiries for WPD.
- Wrote, recorded, edited and released the newest episode of publiCITY that features Superintendent of Winchester Public Schools Jason Van Heukelum and covers the Emil & Grace Shihadeh Innovation Center and Douglas Community Learning Center renovations. [Watch](#)
- Attended and filmed a K9 demonstration at the Park with the Shenandoah Agency Area on Aging. [Watch](#)
- Filmed portions of the Why Winchester video for Human Resources for the City's [Jobs website](#).
- Wrote, recorded, edited, and released the latest episode of the Rouss Review podcast that features the Handley Library. [Listen](#)
- Attended the Manufacturing Week update meeting and presented completed work.
- Handled registration for the final Junior Academy session of 2019.
- Completed design of the Parks' 9/11 ceremony program.
- Met with Economic Development to discuss "how to start a business in Winchester" videos and accompanying web and print resources.
- Posted The Monday Market for Human Resources on Facebook.
- Edited flyer for council members' upcoming community meetings.
- Attended webinar with the Police Department regarding the Ring Neighborhood app.
- Participated in an intranet design demo by potential vendor.
- Finished filming for and edited the next Behind the Blue episode.
- Continued editing the Workforce Initiative's new ArcGIS Hub site.
- Added content to new WPD website including instructions for using the new Text to 9-1-1.
- Promoted City's Labor Day schedule: social media, notification system, website, TV channel, etc.
- Promoted the Recycling Open Town Halls.
- Attended recycling program research/brainstorming weekly meeting.
- Met with Fire and Rescue about communications efforts.
- Director will be attending the 3CMA annual conference next week. Combat the Cat awareness campaign is a finalist for a SAVVY Award.
- Reserved room at the Park and designed Meet the Chief invite for social media and the TV channel.

311 Requests Received	#
FOIA	6
New Recycling Bin	2
Missed Trash/Recycling Collection	1
Trash on Property	1
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	0
<a href="#">Citibot</a>	0
Total/YTD	11/368

Date	City Press Releases
8/27	2019 Labor Day Schedule - <a href="#">read</a>
8/30	Meet the Fire and Rescue Chief Public Open House - <a href="#">read</a>

Date	Articles in <i>The Winchester Star</i>
8/25	Our Views: Comp Plan
	City seeks dismissal of senior-living center lawsuit
8/26	More control sought over future facilities
8/27	ACLU cites wrong ordinance in opposing decision
8/29	Harrisonburg law firm hired as new Winchester attorney
	Block party to celebrate music icon Patsy Cline

## Support Services

### Innovation & Information Services

- Completed Exchange Online P2 and Office 365 Pilot Migration.
- Updated Anti-Virus policies with Security training Whitelist URL's and IP's.
- Added Captcha to City website staff contact forms.
- Removed old IBM UPS and cabling management for network racks.
- Worked with Trend Micro to identify City applications reporting virus scan false positives.
- Created Outfall Field Collection app for Public Utilities.
- Created regional geocode service made up of City of Winchester, Frederick County, Shenandoah, Warren, and Clarke locality address point and RCL data.
- Completed animation for Winchester-Frederick Welcome Center displaying the number of transactions by ZIP code/month between 12/1/18 – 7/1/19.
- Began the process of updating Pictometry layers.
- Continued working on PubWrks schema changes.
- Continued working on NEW Property Search Application.
- Completed FY2020/2021 Sewer Lining/Replacement maps for Utilities Division.
- Made modifications to Fire and Rescue Grid Viewer to display call locations from 2018. Symbolized by Fire, EMS, and Assist Invalid call types.
- Assisted with Exchange Migration: built two servers and making domain changes as needed.
- Assisted Shield Technology with transferring interface machine activity to backup computer in Emergency Communications Center.

Help Desk Requests	Count	Closed
Account Management	17	23
Applications	30	31
GIS	4	3
Hardware	11	12
Information Only	5	1
Infrastructure	11	6
No Action Required	10	10
Not Assigned	13	0
Procurement/Disposal	0	0
Reporting	1	0
Research	-	-
Total	102	86



- Worked with Treasurer to process second half bills and send to outsource printer.
- Worked with CentralSquare support to fulfill worker's compensation auditor request.
- Began testing other personal property issue fixes for semi-annual changes.
- Worked on integrating Police Department stats for automating OpenData online reporting.
- Discussed online payment processing improvements with vendor.
- Successfully completed Phase One of Backups in Middletown.